



Job Title: Election-Worker & Outreach Coordinator

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| Department/Division: | County Clerk's Office / Bureau of Elections | |
| Salary: | \$16.9403/hr. - \$25.4105/hr. | Range: 24 |
| Position Status: | Full-Time/ Classified | |
| FLSA Status: | Non-Exempt | |
| Closing Date: | March 16, 2022 | |
| Job #: | 2-2022-051 | |

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the general supervision of the County Clerk and direct supervision of the BOE Chief Deputy Clerk, responsible for the recruitment, administration, development, implementation, training, and supervision of all Election Board, Absentee Board and temporary election workers. Communicates with entities having elections (e.g. school boards and their staff) to coordinate the election process. Additionally, responsible for facilitating the Clerk's Office election worker outreach program, public information, and writing articles/news releases as needed.

Essential Job Functions:

- Coordinate and facilitate outreach to voters, public and schools regarding elections and recruit Election Board, Absentee Board and temporary election workers;
- Supervises Election Board, Absentee Board and temporary election workers. Supervisory capacity is inclusive of, but not limited to: monitoring the performance of Election Board, Absentee Board and temporary election workers; coordinating training; recommending the hire of potential applicants; recommending and initiating disciplinary action regarding Election Board and temporary election workers as necessary;
- Ensuring compliance with the provisions of the New Mexico Election Code and Election Schools as it relates to the conduct of elections;

- Plans, analyzes, and recommends courses of action to management and keeps track of documentation and assignments for Election Board, Absentee Board and temporary election workers;
- Works with Human Resources, Accounts Payable and Payroll staff on budgets, hiring paperwork, contracts, and payments as it relates to the Election Board, Absentee Board and temporary election workers;
- Promptly responds to telephone calls and written communications;
- Performs administrative functions and tasks throughout the County Clerk's Office to include the Bureau of Elections, Recording, and Records Divisions as needed.

Knowledge / Skills:

- Knowledge of office procedures and equipment including use of basic office machinery and proficiency with Office software or similar: Microsoft Word, Access, Excel, PowerPoint and Outlook;
- General knowledge of public administration, business administration, budgets and general accounting practices;
- Strong customer service skills and the ability to work under tight deadlines and under potentially stressful circumstances in dealing with the public, poll workers, political challengers, press and others;
- Communication skills, both verbal and written, are necessary with the ability to write clearly and concisely;
- Ability to work independently or with others and be aware of all statutory deadlines while maintaining a professional attitude with the public, co-workers and County officials;
- Outreach knowledge and skills with no fear of public speaking and with an open and friendly personality;
- Ability to manage a large, multi-cultural and diverse group of poll workers.

Minimum Qualifications:

- Bachelor's degree in political science, communications, business administration or a related field; or
- Associates Degree and two (2) years of work experience in any combination of outreach coordination, constituent services, communications or administrative experience working in an office environment; or
- Four (4) years of experience in any combination of outreach coordination, constituent services, communications or administrative experience working in an office environment plus a high school diploma; or
- A High school diploma or equivalent and any combination of education in political science, communications, marketing, business administration or a closely related field and/or experience in any combination of outreach coordination, constituent services, communications or administrative experience working in an office environment totaling four (4) years. Education is counted at the rate of thirty (30) credit hours equals one year.

- **COVID Vaccine:** The COVID vaccine is mandatory for all Santa Fe County employees unless granted an accommodation under applicable state or federal law.
- Elections or outreach experience is preferred.
- The ability to read and write Spanish would be beneficial.

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| Additional Consideration For: |
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- Elections experience, such as volunteer or paid positions working with political parties, candidates or campaigns or as a poll worker or precinct judge preferred.
- Demonstrated experience working with diverse groups of people.

Working Conditions:

Work is performed in an office setting. Work schedule may include evening and weekend hours. Travel may be required. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's. Work assignments may require evenings and weekends during election season.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.